



Maryland Department of Budget & Management

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Office of the Secretary

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Secretary*

*CECILIA JANUSZKIEWICZ
Deputy Secretary*

MEMORANDUM

**TO: Cabinet Secretaries and Head of Independent Agencies in the
Executive Branch**

FROM: James C. DiPaula, Jr.

DATE: May 13, 2004

RE: Merit Pay Increases in the Executive Pay Plan – Fiscal 2005

As we have discussed, Governor Ehrlich's 2005 budget allows State employees pay increases for the first time in 2 ½ years. As part of this effort, please find a copy of procedures for awarding merit pay increases to employees in the Executive Pay Plan for next fiscal year. The transaction forms (MS-310) and summary charts authorizing any merit increases should be submitted directly to Ms. Andrea M. Fulton, Executive Director, Office of Personnel Services and Benefits. Please remember to process cost of living adjustments before the merit increase authorizations.

Please feel free to contact Ms. Fulton at (410) 260-6365 or Arthur Merkle, Director of the Division of Salary Administration and Position Classification at (410) 767-1371 should you have any questions concerning these procedures.

Enclosure

cc: Personnel Directors
Cecilia Januskiewicz, Deputy Secretary
Bruce Martin, Principal Counsel